

Rule 11 - Leaves and Resignations

11.10 Vacation, Sick Leave and Leaves of Absence Without Pay

Vacation, sick leave and leaves of absence shall be governed by the appropriate collective bargaining agreement or City policy. Leaves of absence do not affect standing as a Civil Service employee.

11.20 Resignation

An employee wishing to leave the classified service of the City in good standing shall file a written resignation with the appointing authority at least two weeks before leaving, stating the effective date and reasons for leaving. Failure to comply with this rule shall be entered on the service record of the employee and may be cause for denying future employment by the City.

11.30 Re-employment

An employee who has successfully completed the initial probationary period and who has resigned from the police or fire service may, within one year of the resignation, request in writing to be placed on a re-employment eligibility list for the classification from which the employee resigned or for any classification of a comparable or lower rank.

Upon the recommendation of the Chief Examiner, with consultation of appointing authority, the Commission may establish re-employment eligibility lists. The life of the re-employment list shall be as provided for in Rule 6.20.

A rehire eligible who declines an appointment to a full-time Civil Service position in the classification from which he/she resigned or in a lower classification for which he/she has requested re-employment shall be removed from all re-employment eligibility list(s).